

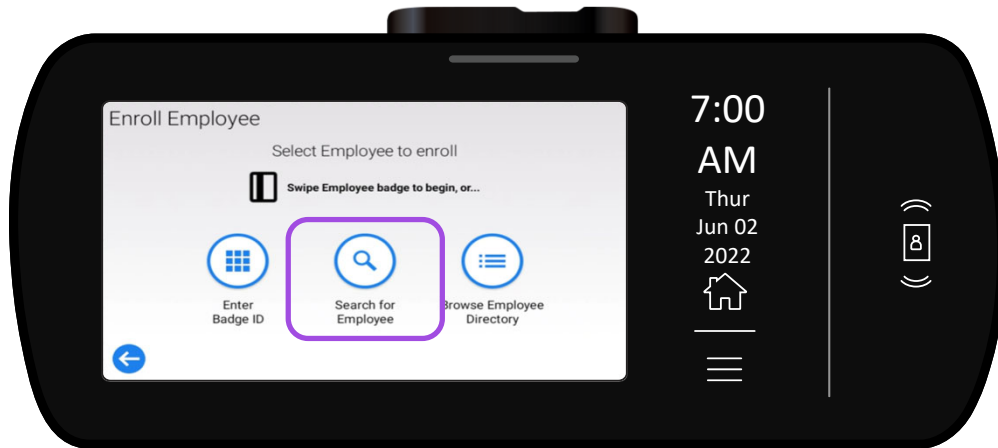
InTouch DX Biometric Enrollment



UKG

1. From the InTouch DX, select **Biometric Enrollment**.
2. From this screen you can Enroll or Unenroll an employee. Select **Facial Enrollment**.
3. Select to **Enter Badge ID**, **Search for Employee** (by name), or **Browse Employee Directory**.

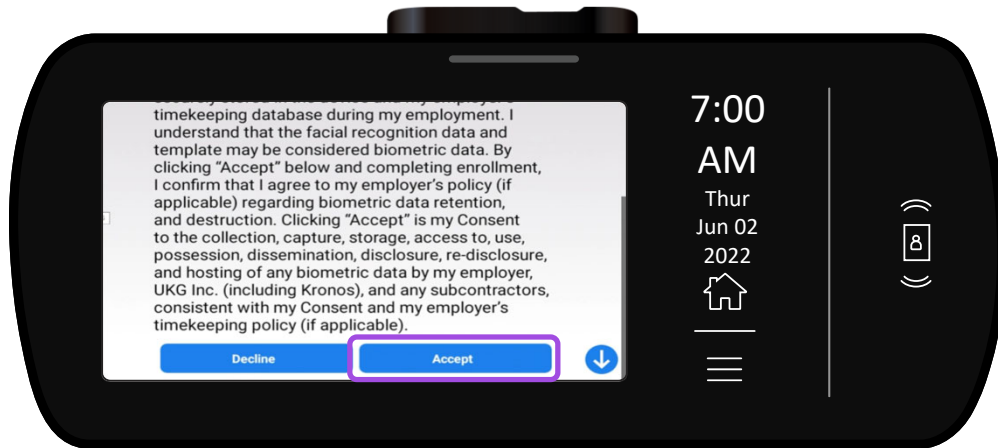
InTouch DX Biometric Enrollment



UKG

4. Select **Enter Badge ID**, **Search for Employee** (by name), or **Browse Employee Directory**.
5. Select the **Employee's Name** and hit **Select**.

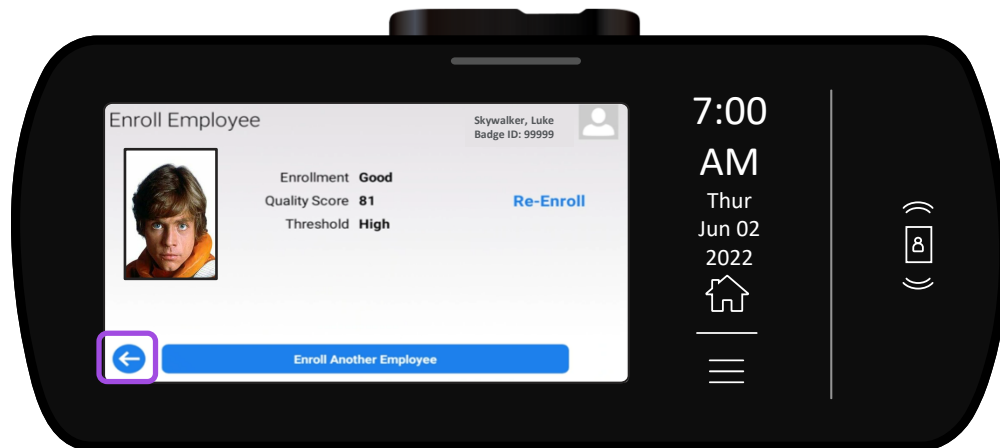
InTouch DX Biometric Enrollment



UKG

6. The *Employee* must agree to the Enrollment Consent. Select the **Down Arrow** to see the full consent form.
7. Have the employee select **Accept**.

InTouch DX Biometric Enrollment



UKG

8. Have the employee stand in front of the camera, with any hats or sunglasses removed. A green box should appear to frame the center of the employee's face.
 9. If a scan is good, the **Quality Score** and **Threshold** will appear on the screen. Select **Continue** to move to the next step. **Note:** If the scan has a low quality, you will be prompted to repeat the step.
 10. Select the back arrow to return to the Home screen.
 11. With the enrollment process complete, your employee can begin using the functions on your InTouch DX Timeclock.
- Tip:** Results of the Biometric Enrollment process can be viewed in the Employee's People Information on the Biometrics workspace.